



Non-Examined Assessment (C1 Portfolio) Marking and Assessment Procedures

DRAMA, DANCE, PERFORMING ARTS

What support are we allowed to give you?

- You get one full draft opportunity. In most cases this takes place around May of the first year of the programme of study. We also give the opportunity for students to do plans and small sections of sample writing/questions before the draft is completed. In some cases the drafting process will be broken down into focusing on the six subheadings
- We give you a reasonable amount of time to complete the draft. This will build on the sample work we do together in class and that you upload to your file save area. You will then be given 3-4 weeks to bring all the work together for your full draft submission.
- We collect in the draft and provide you with fairly detailed written feedback. You will always have access to a copy of the assessment criteria and your feedback will be linked directly to a sheet with the assessment criteria on there
- We do not give you a specific mark for your draft (we are not allowed to do so) but we can indicate which band the skills you are demonstrating fall into. We will use a mark sheet to illustrate this, or give you a clear indication of band within the written feedback
- Some teachers give 'audio' feedback, with recordings of what they think about your first draft and where you could go next with it
- Once your draft has been returned (which will usually be within three weeks of us receiving the work) we will give you at least two weeks to complete a final version of the coursework assignment
- While you work on your final version, teachers may allow some class time to work on your coursework, which will give them an opportunity for some further one-to-one verbal feedback to clarify what has been written on the essay
- **There is centralised hand-in, outside the drama office on a prescribed date, which will be clearly placed on Godalming Online and issued to you by your teacher**
- Please be aware that **you will need to sign in to say that this is all your own work and that you have not had any other help (and that includes tutors outside college) that has not been acknowledged in the work itself**

How is the coursework marked and moderated?

- We collect in the coursework on the deadline day and your coursework teacher will mark the work you produced for them
- We use the assessment criteria and any guidance we have received from the exam board and our professional experience and expertise to mark your essay

- As a tutor team we all standardise our marking with an example portfolio from the exam board, or from one student from the current cohort. We then discuss marking and any action points needed to move forward
- When all the essays have been marked, we meet as a team to moderate them internally. A top, middle and bottom is selected and double marked
- If there is seen to be an inconsistency in a teacher's marking in any given year, they will go back to their essays and adjust up or down as suggested by the moderated sample and any guidance from the exam board that year
- Any further essays which are seen as problematic are also offered up for internal moderation during this period with the Head of Department
- You will receive a mark for your coursework, at the start of your second year. Your mark will appear on Godalming on Line. Please note that these marks are provisional, because the external moderator can adjust them, and you will not receive a grade at this stage; grades are awarded by the exam board in the summer and boundaries are not set until then
- By the start May in your second year, the external moderator will request a sample from our college, to check that our marking fits with national standards
- The mark will then be confirmed and will filter in to your overall marks and be converted to a grade by the exam board in August

Last checked September 2021

AWP